TECHNOLOGY COMPETENCIES
FOR INSTRUCTIONAL STAFF

Instructional Staff Member: _____

Teaching Assignment: _____

Assessment Date: _____

Training Recommendations: _____

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Estimated Date for Completion of Training: _____

Reassessment Date:_____

TECHNOLOGY COMPETENCIES
FOR INSTRUCTIONAL STAFF

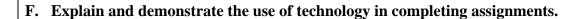| COMPETENCY |
|---|
| **A. Knowledge of how technology systems function.**

 • Identification of computer parts.

 • Explanation of care and purpose of computer components/parts.

 • Describe ethical use of computer data and software.

 • Understanding of the history of computers.

 • Understanding of the use and impact of computers on modern society. |

TECHNOLOGY COMPETENCIES
FOR INSTRUCTIONAL STAFF

COMPETENCY
B. Ability to review and select appropriate tools and technology for specific activities. • Read and review a software package and explain how to use it. • Demonstrate ability to access the help menu for problem resolution. • Evaluate a piece of software.

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COMPETENCY

C. Demonstrate the skills needed to access and use technology-based materials through key boarding and the ability to retrieve and manage information.

- Demonstrate the ability to use word processing software.

- Demonstrate the ability to transfer files to other storage devices.

- Demonstrate the ability to save a document to the hard drive and print a word processing document.

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COMPETENCY

D. Demonstrate the ability to use technology to access and research using software, the Internet and other resources.
 	
    • Understand a search engine.
 	
    • Point browser to access a search engine.
 	
    • Demonstrate the ability to browse – Web / CD ROM

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FOR INSTRUCTIONAL STAFF

COMPETENCY
E. Demonstrate the ability to use technology using keyboarding, word processing, spreadsheets, multimedia presentations and printing. • Use and explain drop down menu's available for application software. • Complete a document using word processing. • Name and explain the parts of a spreadsheet and tell its uses. • Use and explain the basic formulas in a spreadsheet. • Explain how to insert various graphics into word processing applications. • Explain how to develop a simple PowerPoint presentation (using graphics/word processing).

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COMPETENCY
F. Explain and demonstrate the use of technology in completing assignments. • Show the ability to select the appropriate application (word processing, PowerPoint, multimedia and/or do necessary research using the World Wide Web and CD format). • Demonstrate and explain how to cross applications in completing assignments.

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COMPETENCY
G. Explain and demonstrate the ability to create and manage databases. • Explain the appropriate use of databases. • Develop and explain a simple database. • Explain and demonstrate how to enter data into a database. • Explain and demonstrate how to manage and clarify a database. • Demonstrate the ability to present information in appropriate formats (verbal, word processing, charts, etc.).

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COMPETENCY
H. Explain and use technology in developing problem solving skills, collection of data and making decisions. • Explain and use search engines and computer information to research and solve a problem.

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FOR INSTRUCTIONAL STAFF

COMPETENCY
I. Explain how the analysis and interpretation of data, applies to real life situations, and discuss the problems relating to the increase use of technology.   • Demonstrate the ability to display data, interpret findings, and show how it can affect their lives

TECHNOLOGY COMPETENCIES
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COMPETENCY
J.   Demonstrate the ability to analyze and interpret data.   • Discuss the issues relative to increasing use of data.

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COMPETENCY

K. Demonstrate how to launch an Internet provider.
 	
    • Demonstrate the ability to open an Internet application.
 	
    • Discuss how to select and/or change an Internet provider.
 	
    • Discuss the costs involved in accessing an Internet Service Provider.
 	
    • Demonstrate the ability to print a Web page.

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COMPETENCY

L. Explain and demonstrate the ability to redirect the browser.

- Navigate different sites using the browser

- Demonstrate the ability to save various sites using the Bookmark function

- Redirect the browser using bookmarks

COMPETENCY

M. Explain and demonstrate the ability to do a complete search.

- Discuss what a search engine does.

- Complete a search.

- Discuss the ability to modify a search request.

- Demonstrate the ability to print out search results.

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FOR INSTRUCTIONAL STAFF

COMPETENCY
N. Demonstrate and use e-mail (electronic mail) as a means to contact and respond to others. • Explain and demonstrate ability to print web mail. • Explain and demonstrate how to save a message. • Explain and demonstrate how to create an address book. • Explain and demonstrate how to access addresses. • Explain negative aspects of Internet and e-mail (viruses). • Explain the appropriate use of Internet and e-mail.

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COMPETENCY
O. Explain and demonstrate the ability to print in various formats. • Text • Color • Spreadsheets • Jpeg • Gif • Orientation – Portrait vs. Landscape

COMPETENCY
P. Explain the problems associated with various connections.   • Internet – Modems   • POTS Lines (Plain Old Telephone System)   • Printer   • Digital Camera   • Scanners   • Other Peripherals